LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA)
SCHOLARSHIP AND GRANT DIVISION

Application for
Taylor Opportunity Program for Students (TOPS)
Tech Early Start Award Program

LOSFA
Louisiana Office of
Student Financial Assistance

A: STUDENT INFORMATION (Print or Type)

1. Type of Form: A. ❏ Initial Application B. ❏ Renewal Application	2. E-mail Address:

3. First Name: Middle Initial: Last Name: Suffix:

4. SSN: _____-_____-_____	5. Birth Date:	6. Phone #: ( ) _____-_____

7. Permanent Home Address (Check if New ❏)

City: State: Zip Code:

8. I certify the above information is correct and that I will comply with the requirements of the TOPS Tech Early Start Program.	Student's Signature:	Date:
9. I hereby authorize my child's concurrent enrollment in high school and college.	Parent or Custodian's Signature:	Date:

B: HIGH SCHOOL CERTIFICATION (Print or Type)

10. Name of High School:	11. School's Site Code:

12. School Year and Semester covered by this certification: 20 ____ - 20____   ❏ 1st Semester ❏ 2nd Semester

13. Award Eligibility Requirements:
❏ 11th or ❏ 12th Grade Student
❏ Five-year Education and Career Plan completed
❏ High School GPA of 2.0 or above on a 4.0 scale
❏ Scored a 15 or above on the mathematics **_and_** English portion of the ACT PLAN Assessment
❏ In good standing as defined by the high school

14. My signature certifies that this student meets all the requirements listed in block 13 and is authorized to be concurrently enrolled in college.	Principal or Designee's Signature:	Date:

C: HIGH SCHOOL RECERTIFICATION (Print or Type)

15. Name of High School:	16. School's Site Code:

17. School Year and Semester covered by this certification: 20 ____ - 20____   ❏ 1st Semester ❏ 2nd Semester

18. Award Renewal Requirements:
❏ High School GPA of 2.0 or above on a 4.0 scale
❏ 11th or 12th Grade Student
❏ In good standing as defined by the high school

19. My signature certifies that this student meets all the requirements listed in block 18 and is authorized to be concurrently enrolled in college.	Principal or Designee's Signature:	Date:

Please see the back of the form for instructions.

Instructions

Student

Initial Application (Follow these instructions if you have never received a TOPS Tech Early Start Award)

1. Check Block 1A and complete Section A (Student Information) of this application and have your parent or guardian authorize your concurrent enrollment in high school and college by signing in Block 9.
2. Submit this application to your high school guidance counselor.
3. Your high school will complete Section B (High School Certification) and return the application to you.
4. It is your responsibility to submit this completed application to the admission's office at the college you will attend. In order to participate in this program, you will be required to complete the college's admission forms. You should obtain those admission forms in advance and submit them to the college with this application.

Renewal Application

1. Check Block 1B and complete blocks 3, 4, 7 and 8 in Section A (Student Information) of this application and have your parent or guardian authorize your concurrent enrolment in high school and college by signing in Block 9.
2. Submit this application to your high school guidance counselor.
3. Your high school will complete Section C (High School Recertification) and return the application to you.
4. It is your responsibility to submit this completed application to the admission's office at the college you are attending. If you will be attending a different college than the one you previously attended while participating in TOPS Tech Early Start, you will be required to complete the college's admission forms. You should obtain those forms in advance and submit the admission forms with this application.

High School Counselor, Advisor or Principal

1. Advise students on the appropriateness of their career pursuits and participation in college level work.
2. Review this application thoroughly for accuracy and certify, by signature, that the student has met all of the program requirements to participate or to continue in the program.
3. For an initial application, complete Part (B). For a renewal, complete Part (C). If the student fails to meet any of the requirements listed, advise the student accordingly and do not process the application.
4. If the student meets the eligibility requirements, complete the application and return it to the student for submission to the student's school of choice. Keep a copy of the application in the student's file for audit purposes.

Public Postsecondary Institutions

After enrolling eligible students, the postsecondary institution may bill by submitting a request for payment to LOSFA via the Louisiana Awards System.

The postsecondary institution must enter the TOPS Tech Early Start payment request for each semester to bill for those students who were enrolled through the census day (after the 14th class day for semester schools).

The TOPS Tech Early Start **BILLING DEADLINES** are:

Fall Semester:

Billing Begins -	Begin billing **after** your school's census date.
October 15 -	Fall billing deadline: Billings after this deadline will not be approved.
November 14 -	ALL Fall billing corrections must be completed and processed.

Spring Semester:

Billing Begins -	Begin billing **after** your school's census date.
April 1 -	Spring billing deadline: Billings after this deadline will not be approved.
April 30 -	ALL Spring billing corrections must be completed and processed.

In cases where the dates above fall on a weekend or declared holiday, the deadline will be the next working day.

By submitting a payment request to LOSFA, the postsecondary institution is certifying:

a. The student meets the eligibility criteria for the college course in which the student is enrolled in the TOPS Tech Early Start program;
b. The student was enrolled through the census day;
c. The student's high school has granted permission for the student to participate in the program;
d. The student meets the TOPS Tech Early Start renewal/continuation requirements, and
e. The student is in good standing at the high school and at the postsecondary institution (if renewal).